

# What is OSCAR?



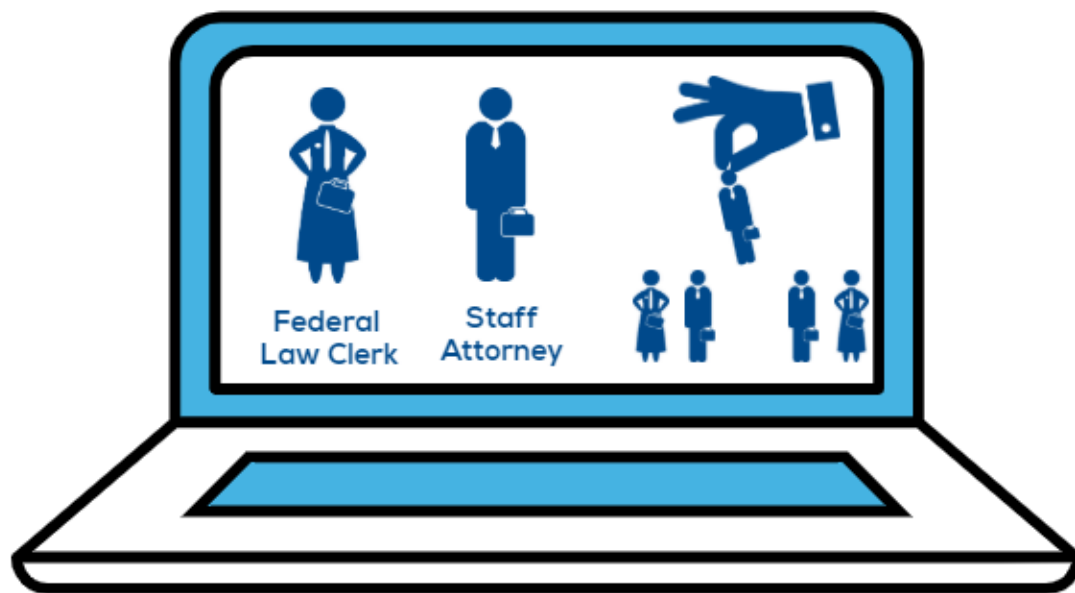
OSCAR stands for ...



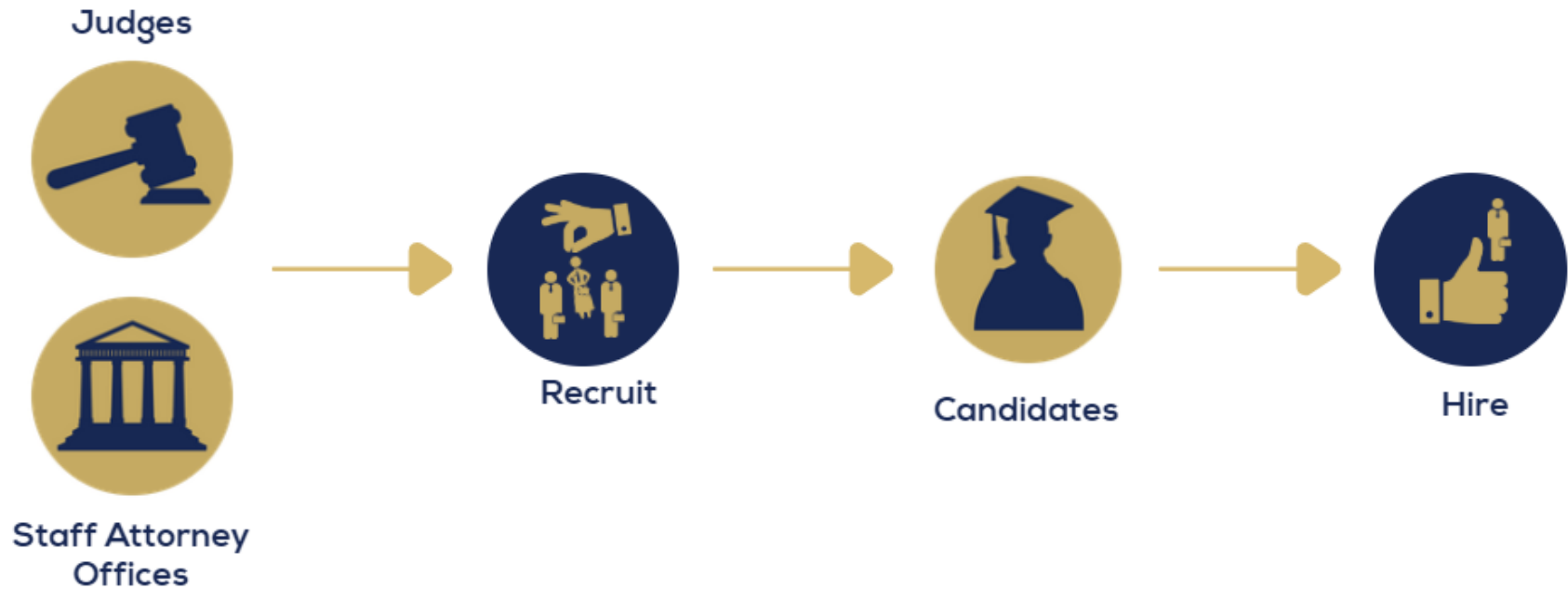
**OSCAR**

**O**nline  
**S**ystem for  
**C**lerkship  
**A**pplication and  
**R**evue

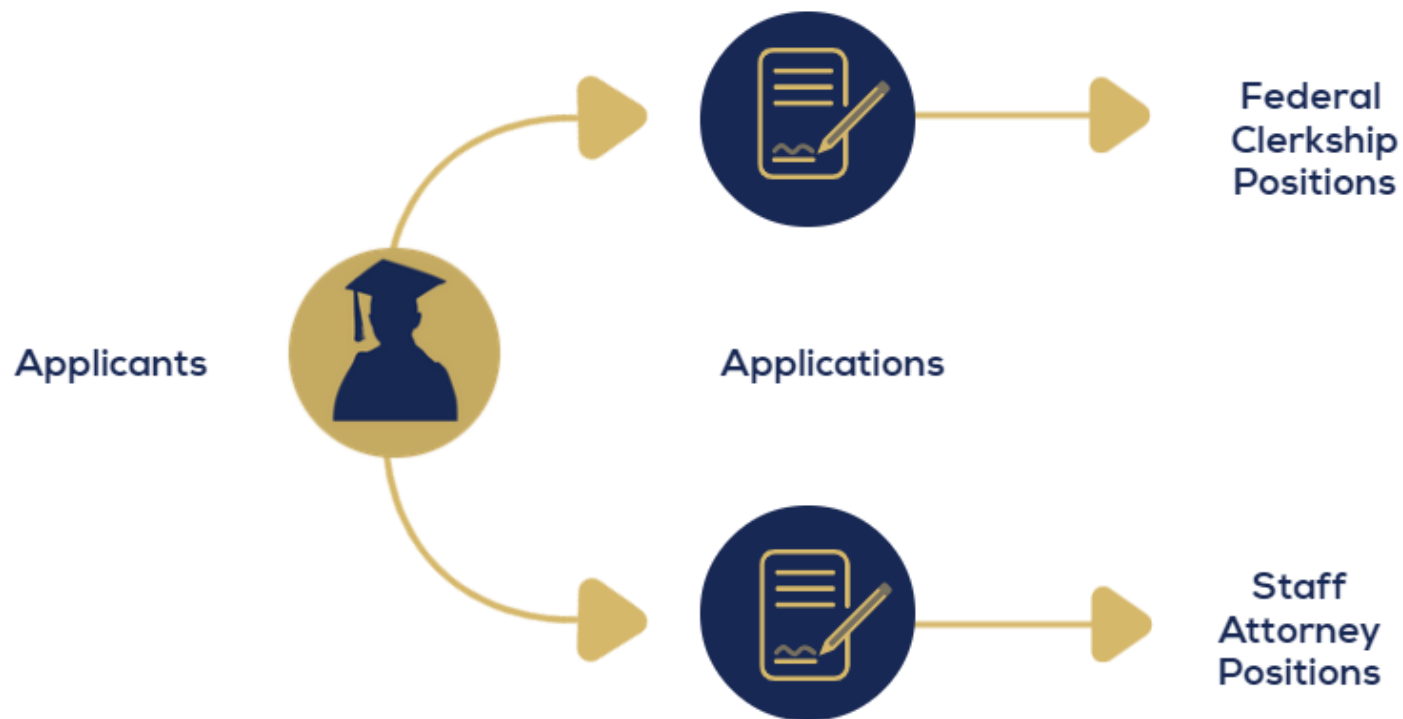
**A web-based system for federal law clerk and appellate staff attorney recruitment.**



**Judges and staff attorney offices can recruit and hire candidates who meet their needs.**



**Applicants can easily apply to federal clerkship positions and staff attorney positions.**



**Recommenders upload recommendation letters on behalf of applicants.**



**Law school administrators can assist their applicants and recommenders to ensure judges and staff attorney offices receive complete applications.**



**Want to know more?**





**Recommendations in OSCAR mimic the process  
used in the paper world.**



An applicant requests a letter of recommendation.



The recommender writes the letter and mails it to the judge or staff attorney office on behalf of the applicant.



In OSCAR, this process is handled online.



**Here are the  
four steps ...**



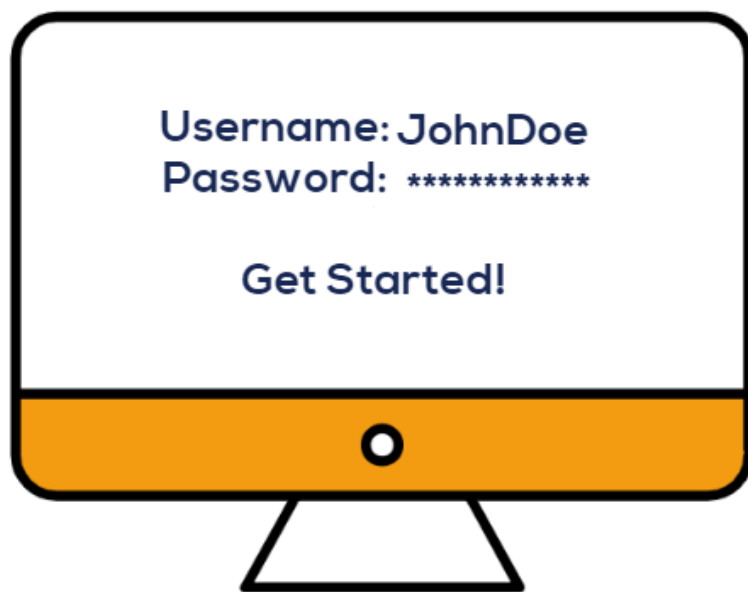


## Step 1



The applicant generates a recommendation request.

First-time recommenders receive an OSCAR Evite with their account information.



Recommenders should set their email notification preferences to “daily” or “weekly” to ensure they receive pending recommendation request notifications.



Daily



Weekly



## The recommenders homepage displays all recommendation requests.



You can receive recommendation requests for both judicial clerkship positions and staff attorney positions. Each type of request must be filled separately. Your pending requests are listed below.

**You have 1 total recommendation requests to fill.**

Clerkship Requests: 1

[Fill Clerkship Recommendations](#)

Staff Attorney Requests: 0

[Fill Staff Attorney Recommendations](#)

The number to the left of the recommendation button indicates the status of pending recommendation letter requests.



You can receive recommendation requests for both judicial clerkship positions and staff attorney positions. Each type of request must be pending requests are listed below.

**You have 1 total recommendation requests to fill.**

Clerkship Requests:

1

**Fill Clerkship Recommendations**

Staff Attorney Requests:

0

**Fill Staff Attorney Recommendations**



## Step 2

**Recommenders view each individual recommendation request.**



Select either the Fill Clerkship Recommendations or Fill Staff Attorney Recommendations button.



You can receive recommendation requests for both judicial clerkship positions and staff attorney positions. Each type of request must be filled separately. Your pending requests are listed below.

**You have 1 total recommendation requests to fill.**

Clerkship Requests:

1

**Fill Clerkship Recommendations**

Staff Attorney Requests:

0

**Fill Staff Attorney Recommendations**

The Requested Recommendations column indicates recommendation letter requests as pending or complete.

arch				
				Items 1-2 of 2   Sh
▼	First Name	JD/LLB From ▼	Requested Recommendations	Add Letters Automatically?
	Lisa	Other	0 pending, 2 complete	No ▼ <input type="button" value="Submit"/>
	Jim	Other	1 pending, 0 complete	No ▼ <input type="button" value="Submit"/>

Select the name of the applicant associated with the pending recommendation request.



Items 1-2 of 2 | Showing 20 ▼

Last Name ▼	First Name	JD/LLB From ▼	Requested Recommendations	Add Letters Automatically? ▼
<a href="#">Aardvark</a>	Lisa	Other	0 pending, 2 complete	<div>No ▼</div> <div>Submit</div>
<a href="#">Hopper</a>	Jim	Other	1 pending, 0 complete	<div>No ▼</div> <div>Submit</div>



## Step 3

**Recommenders upload electronic recommendation letters for each applicant.**



**Recommenders**



**Uploaded Letters**



**Applicants**

Recommenders can create recommendation letters using the online editor





or upload an already created letter as a PDF file.



## OSCAR's online editor tool provides easy to use templates for recommendation letters.

- 
- 1 Choose Applications\*:** The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.
- ☐ Clear Selections
  - ☐ Select First 50
  - ☒ Judge, OSCAR Test (United States Court of Appeals)
- 2 Recommendation Type\*:** Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.
- ☒ online editor ☐ .pdf file

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**Next**

Cancel

## OSCAR's online editor tool provides easy to use templates for recommendation letters.

[date]

[honorable\_judgename]

[formatted\_address]

Dear Judge [judge\_name]:

The above code would translate to:

The Honorable John Doe  
123 Main St  
Washington, D.C. 20001

Dear Judge Doe:

---

Otherwise, you may copy and paste any of the fields listed below in the address block or body of your letter.

**NOTE:** If you choose to upload an already completed letter instead of using the online editor, this merge feature will not be available to you.

**Applicant:**

- [name]
- [fname]
- [email]
- [law\_school]
- [undergraduate\_school]

## Alternatively, recommenders can upload individual recommendation letters as PDF files.

- 
- 1 Choose Applications\*:** The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.
- ☐ Clear Selections
  - ☐ Select First 50
  - ☒ Judge, OSCAR Test (United States Court of Appeals)
- 2 Recommendation Type\*:** Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.
- ☐ online editor    ☒ .pdf file

---

**Next**

Cancel

Alternatively, recommenders can upload individual recommendation letters as PDF files.

**3** Select PDF File to Upload:

Maximum File Size: 1MB

File:

Please select your document to upload.

Choose File No file chosen

Next

Cancel

## Once the file is uploaded, select Submit Recommendation

Note: OSCAR archives unused recommender accounts and recommendation letters on a yearly basis. Recommendation letters will not remain on the system indefinitely, even if you select the automatic attachment and choose "Never."

**Submit Recommendation**

**Edit Recommendation**



## Step 4

**OSCAR uploads the recommendation letter to the application for review by the judge or staff attorney office.**



Judges



Staff Attorney  
Offices

## The applicant will not receive the recommender's uploaded recommendation letter.

HOME \* SEARCH FOR POSITIONS \* MY APPLICATIONS \* MY DOCUMENTS \* MY PROFILE \* **MY RECOMMENDATIONS** \* RESOURCES \* LOGOUT



### My Recommendations

Choose My Recommenders

**Status of Clerkship Recommendations**

Status of SAO Recommendations

Recommendations  
Complete

☐ Yes ☐ No

Keywords

Searches Recommender Name, Judge Name and Email




Apply Search

Below is a list of your recommendation requests. Completed letters will display a  in the Complete column. The Application Status column displays the following icons based on the status of your applications:  for Finalized,  for Draft,  for Withdrawn, and  for Update Requested. You will only see the  icon if a judge or staff attorney office









## Applicants may check the status of the recommendation by viewing the recommendation tab.

Below is a list of your recommendation requests. Completed letters will display a  in the Complete column. The Application Status column displays the status of your applications:  for Finalized,  for Draft,  for Withdrawn, and  for Update Requested. You will only see the  icon if you request an update to your application.

Recommender	Judge	Complete	Application Status	La
Case, Justin	Judge, OSCAR Test			
Henderson, Dustin	Judge, OSCAR Test			On
Henderson, Dustin	Judge, OSCAR Test			On

**A green checkmark will appear next to the recommender's name once the recommendation request is filled.**

Below is a list of your recommendation requests. Completed letters will display a  in the Complete column. The Application Status column shows the status of your applications:  for Finalized,  for Draft,  for Withdrawn, and  for Update Requested. You will only see the  requests an update to your application.

Recommender	Judge	Complete	Application Status
Case, Justin	Judge, OSCAR Test		
Henderson, Dustin	Judge, OSCAR Test		
Henderson, Dustin	Judge, OSCAR Test		

Items 1-3 of 3



**It's that easy!**





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Administrative Office of the United States Courts  
Office of Human Resources  
Policy and Strategic Initiatives Office  
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[www.uscourts.gov](http://www.uscourts.gov)  
[www.oscar.uscourts.gov](http://www.oscar.uscourts.gov)

